



# A KID'S WORLD

## LEARNING CENTER

# Parent Handbook

**770-786-1587\*Fax 770-786-2639**

**[AKidsWorld@AKidsWorldOnline.com](mailto:AKidsWorld@AKidsWorldOnline.com)**

**[AKidsWorldOnline.com](http://AKidsWorldOnline.com)**

**Owner**

**Shannon Smith**

**Director**

**Angela Ellies**

**Education Director**

**Tonya Porter**

**Assistant Director**

**Ashlei Davison\* Tamara Harrison**

**Enrollment Specialist**

**Courtney Harrison**



# Parent Handbook

1. A Kid's World days of operation are Monday through Friday. Our center hours are 6:30 am to 6:30 pm. Only A Kid's World Staff is allowed in the building prior to 6:30 am. All children must be picked up no later than 6:30 pm. Beginning at 6:31 pm, a late fee of \$15 for the 1st 10 minutes and \$1/minute thereafter. The second offense within 6-month period is \$5.00/minute. This fee is per child. **Payments are due at the time you pick up your child. Repetitive late pick-ups will result in dis-enrollment**

2. *We will be closed the following holidays:*

New Year's Eve (6:30 am-5:00 pm)	Labor Day
New Year's Day	Thanksgiving Day
Memorial Day	Day After Thanksgiving
Independence Day	Christmas Eve and Christmas Day

**\*\*\* In addition – AKW will be closed for teacher workday 2 times per year. This will be in service days for teachers, but the center will be CLOSED to students. These dates will be announced 01/02 of every year. \*\*\***

*In the event that a major holiday falls on the weekend, AKW will communicate which day the center will be closed to observe the holiday.*

*Regular tuition is due during holiday weeks. There is no tuition discount for holiday weeks*

3. In the event of severe weather, AKW will post closing/delay on Facebook, Instagram & Twitter. We will also send a center wide email and message through Procure If Walton County school system announces a closing for all Walton County schools, our GA Lottery PreK will be closed, however not necessarily our regular childcare program.

***There is no tuition discount for severe weather closings.***

4. All children must be escorted to and from his/her classroom by parents or authorized person. Parents are required to park in designated areas. The area under the awning is only to be used for quick trips into the building. Please find a parking space if you will be inside longer than 5 minutes. **We do not allow children to be dropped off between 10:00 am and 2:00 pm.** The children in the center are napping during these times. This causes disruption for the children during naptime. Please make arrangements to be here prior to 10:00 am. If you need to pick up your child during this time, please be considerate. Please get your child quietly and exit quickly. In addition, during drop off & pick up times, please make conversations brief. Parent/Teacher conferences can be scheduled to discuss any questions or concerns. In addition, if you park you must turn off your vehicle and lock your doors. AKW is not responsible for lost or stolen items. Children MAY NOT be left unattended in the parking lot or cars without an adult present

5. Parents are required to sign their children in & out of the computer using our computerized system. Please be diligent in your participation. Identification codes are required for access into our facility & our computer tracking system. Assigned DOOR codes only to individuals who pick up your children on a weekly basis not the occasional pick up. AKW management will ID anyone without a door code before allowing them access to our facility & your child. Anyone participating in the CAPS program and QRSB **MUST** sign in using the computer, in order to, remain compliant with the program.

6. Parents are responsible for keeping their child/children's records current to reflect any significant changes as they occur. This includes telephone numbers, work locations, emergency contacts, infant feeding plans, immunization schedules, etc. Each parent must complete enrollment information each year on the anniversary date of enrollment. The annual registration fee is also due at this time.
7. AKW is required by State Law to maintain current immunization forms (#3231) on all children. This must be presented within 30 days of enrollment. In addition, an updated form **MUST** be submitted within 30 days upon expiration of the child's current form.

#### 8. *Tuition Guidelines*

### **All prices are set fees and are non-negotiable.**

The registration fee is an annual per family charge due on the anniversary date of enrollment.

- A) Full tuition is due regardless of if your child attends. You are purchasing a spot, not time.
  - B) Weekly Tuition is due on Fridays by 6:30pm for the upcoming week, regardless of if your child attends on Friday.
  - C) If weekly tuition is not paid by Friday at 6:30 pm, a fee of \$15 will be charged. If weekly tuition is not paid by Wednesday at 6:30 pm, your child will not be allowed to return until your account is paid in full.
  - D) Due to strict DHR requirements for teacher/student ratios, **we require a written 2-week notice for enrollment changes and or dis-enrollment.** This allows us adequate time to make necessary staffing changes and/or enroll children to fill your spot. If you fail to provide a written two-week notice, you will be responsible for the full cost of the two-weeks tuition. This is a liquidated damages clause. No Records will be released until accounts are paid in full.
  - E) After 6 continuous months of enrollment, each family is allowed one week of vacation and one 1/2 price week. Vacation does not carry over from year to year. We must have two weeks of advance notice for vacation time to be granted. This must be submitted in writing. Vacation request forms are located in the front lobby and must be submitted to a member of management. Vacation time may not be split into days. It must be 1 full week. Your child may not attend the center during the vacation week or 1/2 price week.
  - F) A Kid's World reviews tuition and fees twice per year. AKW will adjust tuition to account for market and labor variations
  - G) If you leave our center with any type of balance and we are forced to utilize our attorney or collection agency to collect this debt, you will be responsible for all attorney's fees and collection fees incurred. Also, all interest allowable by law in the State of Georgia will also be added monthly until balance is collected.
  - H) All parents of school-age children who come to our center in the afternoons, are required to call a minimum of one hour prior to school dismissal if his/her child will not be attending the center in the afternoon. If the parent fails to notify the center of such an absence, there will be a \$15.00 charge per child. A Kid's World will not leave the school until all children are accounted for daily. If you have a child enrolled in our school-age program and that child does not attend during a holiday week, you must pay your regular weekly price.
9. A Kid's World will provide transportation to and from public school and planned field trips. Transportation authorization forms must be completed. Parents must authorize each individual field trip. However, school transportation slips may be completed at the beginning of each school year. Parents must notify the center in the event that we do not have to transport the child to/from school. This prevents a child from being unintentionally left. ***A car seat or booster seat is required by law for all children under the age of eight. No student will be allowed to participate on field trips & outings without their car seat.***
10. A Kid's World Teachers are educated on how to use positive methods for guiding behavior such as:
1. Build trusting relationships.
  2. Have developmentally appropriate expectations

3. Positive redirection
4. Make duplicate toys accessible
5. Use communication to solve problems
6. Staff will help make children aware of how their actions affect others

If a child's behavior becomes unmanageable or causes harm to another child or staff member, he/she will be removed from the classroom and sent home for the day with a written warning. After 3 written warnings, you may be asked to remove your child from our program.

**11. A Kid's World emergency medical plan is as follows:**

- 1) Call EMS, if necessary.
- 2) Have EMS transport to appropriate facility

***A Kid's World seeks medical attention from the following:***

**Hospital:** Piedmont Walton Medical Center  
2151 West Spring Street  
Monroe, GA 30655

**Dentist:** Dr. McGarity  
129 Main Street  
Jersey, GA

- 3) Contact Parents
- 4) Contact emergency contacts if parents cannot be reached.
- 5) Parents are responsible for the cost of all medical treatment or care given.

**12. AKW will ONLY dispense prescription medication as prescribed by a doctor. AKW will not give over the counter medication unless it is accompanied by a doctor's note. Medication cannot be dispensed without written authorization that includes date, name of child, name of medication, prescription number, dosage, date and time of day medication is to be given. Medicine must be original container with child's name marked on the container. Medication forms are only good for 1 (one) week.**

**13. If your child becomes ill at school, you will be notified as soon as possible, and you will be expected to pick up your child immediately. The following is our illness policy:**

***Any child with a fever of 100.4 degrees or higher will not be permitted to remain in the center. We will not allow Tylenol to be given to mask any fever if a child is ill.***

If your child displays any of the following symptoms or illnesses, you will be notified by the administrative staff to come pick up your child. Children may only return to the center if he/she is symptom free for 24 hours or accompanied by a doctor's note stating that the child is no longer contagious

- \* Sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion accompanied by a fever. Fever is defined as having a temperature of 101 degrees or higher taken under the arm
- \* Diarrhea-Three runny, watery, or bloody stools within a one-hour period.
- \* Body rash accompanied by a fever.
- \* Severe sore throat accompanied by a fever.
- \* Severe coughing-child gets red or blue in the face or makes high pitched whooping sound after coughing.
- \* Eye discharge-thick mucus or pus drainage from the eye.

- \* Yellowish skin or eyes.
- \* If the child is irritable, continuously crying or requires more attention than we can provide without affecting the health and/or safety of other children in our care.
- \* Head lice. We enforce a strict NO NIT policy.
- \* Pink Eye
- \* Impetigo and Ringworm
- \* Scabies
- \* Strep Throat

***You will be given 1 hour from the time notified to have someone pick up your child. An additional charge of \$10.00/hour will be charged for and additional staff member to supervise your child until your arrival.***

The center will notify all parents of suspected communicable diseases. The center uses the DHR communicable disease chart for exclusion and readmission to the center. The center expects our parents to also notify the center of any communicable illnesses.

**14.** If your child's diet consists of formula, you must provide the center with enough clean bottles filled with formula for the entire day. If your child uses Gerber Good Start, AKW will provide the following formula:

- 6weeks to 5months –       one 4oz bottles/breakfast  
  one 4oz bottles/lunch  
  one 4oz bottles/snack
- 6months to 11months –   one 8oz bottles/breakfast  
  one 8oz bottle/lunch  
  one 4oz bottle/afternoon snack

Any additional bottles must be provided by parents. Parents must provide clean bottles for formula. Bottles may NOT remain in the center overnight. Unused formula and/or breast milk must be discarded. All bottles must have lids and be labeled with the child's first name & last name. All formula must be pre-mixed. In the event we have asked for bottles and you have not provided the bottles, AKW will provide the bottles at a cost of \$5/bottle.

If your child requires a special diet, you must provide the necessary foods. If your child is allergic, you must notify the center. Please monitor the posted menu. In the event, we must provide a substitution for your child a charge of \$2.50 will be applied to your account. In the event of a field trip requiring a sack lunch, A Kid's World will supply a sack lunch for \$2.50 for any child not bring such a lunch

**15.** AKW participates in the USDA food program. All meal served in our center adhere to USDA nutritional guidelines. Only children in our Georgia PreK Program and School Age program may bring lunches from home. However, any meals brought into the center must also meet nutritional guidelines. AKW reserves the right to refuse to allow and/or supplement any meal brought into the center from home. In the event of food allergies &/or religious conflicts, parents are required to supplement all meals that the child cannot eat on our menu.

**16.** Only children participating in our Georgia Lottery Prekindergarten Program or Summer Camp program may bring sack lunches to the center. Children in other programs must have medical or religious reason to bring food to the center. We must have medical documentation of any medical condition.

**17.** It is A Kid's World responsibility to report any suspected case of child abuse and/or neglect to the proper authorities.

**18.** The center reserves the right to photograph and/or videotape the children in our center. Photos are taken throughout our center and used for training and/or parent education purposes. The undersigned releases, acquits, forgives, and dis-charges the center from any actions, agreements, claims, controversies, demands,

judgments, whether arising in equity or in law regarding such participation and appearance of said child.

19. Each year we strive to have 100% participation from the parents and staff toward fundraisers. We ask that each parent plan to either participate in fundraisers or make contributions to the center. Please remember that fundraisers help keep tuition costs down and pay for our staff training.
20. We do not allow toys or personal belongings from home brought into the center. Special days, such as, show & tell day will be reserved for special belongings for the children to share. A Kid's World will not be responsible for any items lost or broken while at the center. Any personal items brought will be put up until time to go home.
21. Please make sure all items brought into the center are labeled with the child's first and last name. This includes but not limited to coats, clothing, blankets, diaper bags etc. We cannot be responsible for items lost.
22. A Kid's World welcomes all special needs and disabled children. Through on-going assessments and observations, we can measure children to see that they are developing at an appropriate rate. For those children needing special arrangements or additional services, our administrative staff collaborates with various agencies to meet your needs. We highly suggest that you contact us regarding special instructions concerning the safety of your child and the other children enrolled in our facility.
23. During the potty-training years, we ask that our parents be supportive of our efforts & encourage potty-training at home. Please see your child's teacher to discuss a plan for potty-training your child effectively.

Accidents will happen. Please provide your child's teacher with plenty of diapers/pull ups, underwear & wipes to complete the day. We recommend 2 changes of clothing (including socks).

According to state law, our teachers CAN NOT launder any soiled clothing or undergarments. We are required to place all soiled clothing or undergarments into a plastic bag & send the items home with parents. Understandably the contents may be rather unpleasant, but it is necessary in order to maintain the health & safety of our students.

24. AKW is required by law to allow our students plenty of fresh air & sunshine. Please make sure your child is dressed appropriately for the weather. Our students need to exercise their gross motor skills year-round. If your child is too sick to participate in the outdoor experience, they are too sick to be in school for the day. A doctor's excuse is required to keep any child indoors. We reserve the right to determine if the weather is acceptable.
25. In order to withdraw a child from our program, a written notice of enrollment change must be submitted 2 weeks prior to the final date of attendance. If a written notice of enrollment change is not completed in a timely manner, the family will be responsible for all charges leading up to and relating to withdrawal.
26. A Vacation Request Form must be completed and submitted in order to use scheduled & earned vacation time. Vacation time begins accruing after 6 CONTINUOUS months of enrollment. If your child withdraws for any period of time, your enrollment date is revised. Please see a member of the management team for more details.

- 27.** A Kid's World provides accidental insurance coverage for children enrolled in the center. In the event of an accident at our center, you may file a claim with our carrier. It is up to the parent to initiate this process.
- 28.** Please remember to dress your children in clothing suitable for play. Each class does various different activities & projects that may stain or soil clothing. We make every effort to protect the children's clothing. However, sometimes mistakes happen. AKW cannot be responsible for clothing that may get damaged during these activities.
- 29.** AKW gladly accepts payments via credit/debit card over the telephone. However, there is a \$3 charge for these transactions. This is a bank charge that must be passed on the customer for this convenience.
- 30.** AKW has a 12-step diaper changing procedure that is posted in all diapering rooms. This procedure is available for review.
- 31.** All infant parents are required to complete an infant feeding plan. This plan must be updated as the child's feeding schedules change.
- 32.** Infants are required to be placed on their back for safe sleeping purposes. Unless otherwise documented by a written physician's statement. No blankets, stuffed animals or any other loose items are allowed in the infant crib. Only commercial swaddling blankets are allowed to be used while sleeping.
- 33.** AKW admits children of any race, color, religion, national origin, sex and qualified children with disabilities to all rights, privileges, programs and activities of the Center and does not discriminate on the basis of any of these factors in administration of its educational policies, admissions policies, fee payments, food service program and other school administered programs. Children with disabilities are also enrolled through our regular enrollment process if we are able to adequately meet the child's special needs. In many cases the necessary special services are available through the Walton County Peep Program or Babies Can't Wait if the child is under three. If we are unable to meet a child's special needs because necessary facilities, services or staff are not available, we will assist the family to find a more appropriate placement.
- 34.** Any arrangements/employment between parents/guardians & staff of this center (i.e. babysitting), outside of this program and services offered by this center, is an individual endeavor and private matter not connected or sanctioned by this center. This center shall remain harmless from any such arrangement.
- 35.** AKW Buses, as well as, Walton County School Buses pick up and drop off children at AKW. Traffic in all direction is REQUIRED to stop for these buses and observe all traffic laws regarding school buses. In the event you drive around a Walton County School Bus, a video from our surveillance cameras will be submitted to Walton County Sheriff's Office. In the event you drive around an AKW bus, your childcare services may be terminated. Please help us keep our children safe.
- 36.** You are more than welcome to bring special snacks for birthday celebrations. However, all snacks MUST BE commercially prepared and be nut free. This is for the health & safety of all children in our care.
- 37.** A Kid's World is proud to offer parents, teachers, and students the safety and security of a surveillance camera system, contracted through an industry leader, WatchMeGrow ([www.watchmegrow.com](http://www.watchmegrow.com)). The benefits of having video surveillance in early childhood centers are well documented, and we feel strongly that any such benefits far outweigh the potential drawbacks that the cameras may present. To ensure the safety and security of all children, staff, parents, as well as the security of our daycare facility, A Kid's World is equipped with a video surveillance system which includes cameras in classrooms and outdoor play areas.

## **Purpose :**

- The cameras are intended to help promote the safety and security of people and property and can assist A Kid's World reviewing an incident not seen by a teacher or director.
- It also permits A Kid's World to evaluate teachers to ensure they are providing the highest quality of care. Teachers are made aware and understand the importance of our camera security system.

## **Access:**

The school's administrative team are the only people who have access to the recorded video data. Parents/Legal guardians of enrolled children may view the classroom on livestream access. However, parents/guardians recording of live stream access in any format is ***strictly prohibited***.

Parents/Guardians will not have access to recorded video footage, even incidents involving their child, so as to protect the confidentiality of other children, foster children and staff. In the event, that video footage is used in the determination of an expulsion from A Kid's World, the footage may be shared with parents. A Kid's World will, of course, provide footage, in the event, that it is required due to a subpoena or other legal proceedings.

Parents/Guardians are not allowed to view cameras during times their children are not actively at the center.

*\*The school may consider offering livestream of events such as concerts or special Circle Times, etc. in the future, before which time parents would be made aware.*

## **Privacy:**

Because we insist on protecting the privacy of all children, parents, and staff, our surveillance system/security cameras are for internal purposes only. Security camera recordings will be deleted after 2 weeks. If an incident comes to our attention that requires further attention for licensing and/or legal reasons, we will download the footage.

I understand that my child will be on film while at A Kid's World, for the sole purposes of education, training, and safety/compliance.

## **Screen Shot & Recording**

Due to privacy concerns regarding minors and foster children, screen shotting or video recording of the live stream camera is strictly prohibited. In the event a parent/guardian violates this policy, right for live stream access will be terminated.

**38.** As Early Childhood Educators, it is our responsibility to ensure the physical safety and total wellbeing of all children within our care. The center has adopted the following policy regarding aggression:

Aggression means, "any physical, emotional or verbal act which may result in placing him/herself, other children and/or staff members within the center in an emotional, physical, harmful, hurtful or unsafe situation."

In dealing with aggressive behavior, the following procedures will be followed:

1. The child will be removed from the group and the center's BEHAVIOR MANAGEMENT POLICY will be implemented by staff, to redirect the child and to stop the aggressive behavior.
2. If the aggressive behavior continues throughout any part of the day, the parent/guardian or alternate pick-up person (in that order) will be contacted to immediately pick up the child. Documented report(s) of the incidents will be given to the child's parent. A copy will also be made to keep in child's file.
3. Once the parent has been contacted on numerous occasions relating to aggressive behavior, management will work with the teachers and parents to implement a behavior plan to help the child be more successful in the classroom.
4. If the aggressive behavior continues with no improvement, the child may be removed from the program.

A Kid's World has the right to a) impose a suspension of daycare privileges; b) consult a Behavior Management Specialist; c) limit the child's hours of attendance or d) terminate the space. In case of termination, the two-week notice period would be waived.

Please note: Any aggressive, violent, or intentional aggressive behavior that endangers the child, other children, staff, equipment, or building cannot be tolerated. In these extreme cases, the child will be automatically suspended for three days or have their spot permanently revoked without warning.

Once again, we state that the number one priority is the welfare, safety, and security of all children and staff within our program

**39. Aggressive Biting Policy** - Biting is unfortunately, a developmentally appropriate behavior for toddlers. Some children and many toddlers communicate through this behavior. However, biting can be harmful to other children and to staff. The biting policy has been developed with both of these ideas in mind. Our goal is to help identify what is causing the biting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten. If a biting incident occurs, state regulations require that the parent of the child biting and the parent of the child who was bitten be contacted. Names of the children are not shared with either parent.

#### **When Biting Does Occur:**

Our staff's job is to keep the children safe and help a child that bites to learn different and more appropriate behavior. We do not use techniques that are not developmentally appropriate such as time outs or scolding.

**Punishment does not help children to learn discipline and self-control. Instead, it makes children angry, upset, defiant, and embarrassed. It also undermines the relationship between the teacher and the child.**

#### **For the child that was bitten:**

1. First aid is given to the bite. It is cleaned with soap and water. If the skin is broken, the bite is covered with a band aid.
2. Special attention is given to the child that was bitten, rather than the biter.  
(The child who did the biting can help comfort the bitten child)
3. Parents are notified along with an incident report.

#### **For the child that bit:**

1. Teacher will remain calm and firmly tell the child "No biting, biting hurts."
2. Child will be redirected to an appropriate behavior.

3. Parents are notified along with an incident report.

### **When Biting Continues:**

1. The child will be shadowed to help prevent any biting incidents.
2. The child will be observed by the administrative staff to determine what is causing the child to bite (teething, communication, frustration, etc.) Our *Inclusion Specialist* may also observe the child if staff is unable to determine a cause.
3. The child will be given positive attention and approval for positive behavior.

### **When biting becomes excessive:**

1. If a child inflicts 3 bites in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, a conference will be held with the parents to discuss the child's behavior and how the behavior may be modified.
2. If the child again inflicts 3 bites in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the child will be suspended for **2 business days**.
3. If the child once again inflicts 3 bites in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, **the parents will be asked to make other child care arrangements until the biting is resolved.**

If a child, who has been through steps 1 and/or 2, goes 3 weeks (15 business days) without biting, we will go back to step one if the child bites again.

**If a child bites twice in a 4 hour period, the child will be sent home for the remainder of the day. This will not count toward the 2 day suspension.**

**40. Parent Code of Conduct** - AKW must always insist on respectful behavior from our parents and family members. We have found that a hostile school environment can occur when parents are unsupportive of the school and its mission. We reserve the right to dis-enroll any family at any time without notice for the following behaviors. This includes behavior towards children, staff or other AKW families.

It includes but is not limited to:

- Targeting staff members based on race, color, religion, national origin, sex and qualified disabilities
- Violating classroom privacy by discussing classroom incidents with other parents
- Use foul language towards or in front of staff, families, and/or children
- Unprofessional behavior
- Yelling in a loud voice
- Physical harm or intimidating body language
- Threatening or intimidating language or behavior
- Speech that harms the school's reputation in a public manner or on any form of social media